

**Washington State  
EMERGENCY OPERATIONS PROCEDURE**

**PART B**

**Annexes**

**VIII. EXTENDED OPERATIONS PROCEDURES**

- ANNEX A. Activation of State Emergency Support Functions (ESF)
- ANNEX B. Activation of Joint Information Center (JIC)
- ANNEX C. Activation of Logistics Center
- ANNEX D. Activation of Rescue Coordination Center (RCC)
- ANNEX E. Activation of Alternate/Forward EOC
- ANNEX F. Telecommunications Operations
- ANNEX G. Activation of National Guard for Emergencies/Disasters
- ANNEX H. Basic EOC Operations/Procedures
- ANNEX I. Transition of Recovery Operations
- ANNEX J. Staff Disaster Response Policy



## ANNEX A

### ACTIVATION OF STATE EMERGENCY SUPPORT FUNCTIONS

#### A. Purpose

To provide for the integration and expeditious activation of specific or multiple Emergency Support Functions (ESFs) as defined by the Federal Response Plan (FRP) and state Comprehensive Emergency Management Plan (CEMP). Activation of FRP or CEMP ESFs are usually associated with large scale disasters and emergencies. However, certain unique local emergencies may require the activation of a particular ESF due to extraordinary resource requirements.

#### B. Concept of Operations

1. The state Emergency Operations Center (EOC) will be activated as necessary to coordinate emergency management and response activities during disasters and emergencies. In accordance with the State Comprehensive Emergency Management Plan (CEMP), state agencies have been organized and assigned responsibilities under specific ESFs to facilitate coordination of mission requests through EMD. The first 11 functions mirror those contained in the FRP and include transportation, communications, public works and engineering, firefighting, information and planning, mass care, resource support, health and medical services, search and rescue, hazardous materials, food and water, and energy. Five additional state specific ESFs are law enforcement, military support to civil authorities, recovery and restoration, damage assessment, and evacuation and movement. Each ESF has designated primary agencies and support agencies. An ESF Responsibility Matrix is shown in Figure #1 (Page\_\_ ). The chart lists ESFs and agencies with joint primary responsibilities (P) and support responsibilities (S).
2. Local jurisdictions have the primary responsibility for emergency operations and will use all available local resources including private sector and voluntary organizations. If necessary, the senior elected official of the local jurisdiction may declare a local state of emergency.
3. If an emergency exceeds local capabilities, and the affected jurisdiction has mutual aid agreements in place, then mutual aid may be requested from other local jurisdictions or county resources through the affected local EOC. ESF specific resources may be requested through the state EOC once county resources and local mutual aid are exhausted.

4. Based on information and requests from local and county jurisdictions, the Director of EMD will, when necessary, activate the state EOC and implement individual or multiple ESFs in accordance with the CEMP and this annex.
5. Local jurisdictions and state agencies will report the severity, magnitude and impact of damages to the state EOC
6. The state EOC will take action to identify unmet requirements, mobilize, and deploy state and volunteer resources to affected areas to assist local jurisdictions in life-safety response efforts.
7. If Federal response assistance is required, it will be provided using specific or multiple Federal ESFs, as necessary. State agencies with primary ESF responsibilities will coordinate directly with their functional ESF support agency counterparts. Assistance may be provided to the state by the Federal Emergency Management Agency (FEMA) Emergency Response Team (ERT) or their Advanced Element of the Emergency Response Team (ERT-A).

#### A. Response Actions

1. In addition to this document, in the event of activation of one or more ESFs, EOC staff will refer to the CEMP for definitive guidance on coordination and implementation of state agency roles and responsibilities for a particular emergency.
2. The determination to activate a single or multiple ESFs resides with the Director or his designated Disaster Manager.
3. Once the Director or Disaster Manager has approved activation of an ESF, the Emergency Operations Manager or his designee (EOC Supervisor) will direct the Duty Officers or the EOC Operations Section Supervisor to notify those state agency(s) having primary ESF responsibility, and those agencies with support responsibilities. These may be found in the ESF Participating Agency Responsibility Matrix (Fig #1). The notification to the ESF responsible agencies should include instructions on the need for them to deploy a liaison(s) to the EOC and if requirements for 24-hour staffing is in effect.

4. The duty officer or Operations Section Supervisor will use the ESF notification process to also update ESF agency POC 24-hour phone, fax and pager contact numbers.
5. Upon arrival at the EOC, ESF agency liaisons will be briefed jointly by the Disaster Manager and EOC Supervisor on current status of the event and ESF specific implementation instructions.



**FIGURE 1**  
**EMERGENCY SUPPORT FUNCTIONS PARTICIPATING AGENCY RESPONSIBILITIES**  
**MATRIX**

STATE AGENCIES	1 - TRANSPORTATION	2 - TELECOMMUNICATIONS & WARNING	3 - PUBLIC WORKS & ENGINEERING	4 - FIREFIGHTING	5 - INFORMATION ANALYSIS & PLANNING	6 - MASS CARE	7 - RESOURCE SUPPORT	8 - HEALTH & MEDICAL SERVICES	9 - SEARCH & RESCUE	10 - HAZARDOUS MATERIALS	11 - FOOD & WATER	12 - ENERGY	20 - MILITARY SUPPORT TO CIVILIAN AUTHORITIES	21 - RECOVERY	22 - LAW ENFORCEMENT	23 - DAMAGE ASSESSMENT	24 - EVACUATION & MOVEMENT
ALL AGENCIES		S	S		S		S							S		S	S
Department of Agriculture					S		S	S		S	S			S		S	
Office of the Attorney General										S				S			S
Office of the State Auditor																	
State Board of Community & Technical Colleges																	
Community, Trade and Economic Development--Energy	S				S					S		P		S			
Washington State Conservation Commission			S	S													
Department of Corrections				S			S								S		
Department of Ecology		S	S	S					S	JP		S		S		S	S
Employment Security Department														S			
Energy Facility Site Evaluation Council										S				S			
Office of Financial Management	S		S	S				S				S		S			
Department of Fish & Wildlife		S	S	S					S	S		S		S	S		
Department of General Administration	S		P		S	S	P/S	S	S		P	S		S		S	S
Office of the Governor														S			
Department of Health		S			S		S	P	S	S	S			S		S	S
Governor's Office of Indian Affairs														S			S
Department of Information Services		JP					S							S			S
Office of the Insurance Commissioner														S			
Department of Labor & Industries			S				S	S		S				S			S
Department of Licensing			S				S	S									
Office of the Lieutenant Governor																	

# Washington State Emergency Operations Plan

STATE AGENCIES	1 - TRANSPORTATION	2 - TELECOMMUNICATIONS & WARNING	3 - PUBLIC WORKS & ENGINEERING	4 - FIREFIGHTING	5 - INFORMATION ANALYSIS & PLANNING	6 - MASS CARE	7 - RESOURCE SUPPORT	8 - HEALTH & MEDICAL SERVICES	9 - SEARCH & RESCUE	10 - HAZARDOUS MATERIALS	11 - FOOD & WATER	12 - ENERGY	20 - MILITARY SUPPORT TO CIVILIAN AUTHORITIES	21 - RECOVERY	22 - LAW ENFORCEMENT	23 - DAMAGE ASSESSMENT	24 - EVACUATION & MOVEMENT
Liquor Control Board		S													S		
Military Department, Emergency Management Division	S	JP	S	S	P	P	S/P	S	JP	S	S	S		P	S	P	P
Military Department, National Guard	S	S	S	S	S		S	S	S	S	S		P	S	S	S	S
Department of Natural Resources		S	S	JP			S		S	S		S		S	S		S
Parks & Recreation Commission	S	S	S	S	S		S		S	S				S	S	S	S
Department of Personnel																	
Department of Printing																	
Superintendent of Public Instruction	S										S						
Department of Retirement Systems																	
Department of Revenue														S		S	
Office of the Secretary of State																	
Department of Social and Health Services								S			S			S			S
Washington State Patrol	S	S	S	JP	S		S		S	JP				S	P		S
Department of Transportation	P	S	S	S	S		S	S	JP	S	S	S		S		S	S
State Treasurer							S										
Utilities & Transportation Commission	S	S										S		S	S	S	S
Department of Veterans' Affairs																	
American Red Cross					S	S	S	S	S		S			S		S	
Emergency Management Council												S					

## LEGEND:

JP: Joint Primary Responsibilities  
P: Primary Responsibilities  
S: Supporting Responsibilities



## **ANNEX B**

### **ACTIVATION OF JOINT INFORMATION CENTER (JIC)**

#### **A. Purpose**

To provide guidance and procedures to carry out the public information function in support of Emergency Operations. This annex defines the process and responsibilities for the implementation of a Joint Information Center.

#### **B. Concept Of Operations**

Washington State government may be called upon to establish a Joint Information Center (JIC) during an emergency or disaster. The JIC is a physical location where Public Affairs Officers (PAOs) from the involved response and recovery agencies come together to ensure coordination of information to be released to the media and the public. This center becomes the central point for media access to the latest developments and emergency information. All information released is coordinated among the departments and agencies involved to assure its consistency and accuracy. Each PAO will continue to speak for their respective agency during response and recovery operations. No reference is ever made to a program of another agency without prior coordination of that information. (Although all agencies can still use their own mechanisms for their own area specific releases and no editorial or policy control is exercised by the coordinating public information officer over any of them). A JIC may be necessary in one or more of the following circumstances:

- ◆ Multiple local, state and federal agencies are involved in the information dissemination about the incident.
- ◆ The volume of media inquirers overwhelms the capabilities of the WSEIC within the EOC.
- ◆ A large scale public phone team effort must be mounted that over an extended period of time.

## C. Organization

### Primary Agency:

Military Department, Emergency Management Division

### Support Agencies:

Department of Agriculture  
Office of Attorney General  
Department of Corrections  
Department of Ecology

Department of Employment  
Security  
Department of Fish and Wildlife  
Department of General  
Administration  
Board of Community and Technical  
Colleges  
Department of Natural Resources  
Superintendent of Public  
Instruction  
State Patrol  
Utilities and Transportation  
Commission  
Department of Social and Health  
Services

Department of Health  
Governor's Office of Indian Affairs  
State Insurance Commissioner  
Department of Labor and  
Insurance  
Department of Licensing  
  
Liquor Control Board  
Military Department, National  
Guard  
Department of Community, Trade  
and Economic Development  
Parks and Recreation Commission  
Secretary of State

Department of Transportation  
Department of Veterans' Affairs

Office of the Governor's

## D. Response Actions

1. Decision to Activate a Joint Information Center: The WSEIC Supervisor along with the Disaster Manager and the Governor's Communication Director determine if a JIC is necessary. If the JIC is necessary, then three major questions must be answered:
  - ◆ What general area of the State will the JIC operate from?  
Example: "Up in SEA-TAC area" or "On Camp Murray" or "Over in Benton County".
  - ◆ What is the expected staffing size of the JIC?  
Example: "10 Staffers with 20 phone bank personnel per shift".
  - ◆ How long will the JIC be operational?  
Note: Whether it is beneficial for General Administration to lease a separate facility or to co-locate with another local, state or federal agencies' facility.

2. JIC Planning and Implementing Team: Upon determining the responses to those three questions the Disaster Manager then tasks the EOC Supervisor to designate a Project Manager to assist the designated POC from PIO in forming a JIC Planning and Implementing Team. The team consists of the following, as a minimum:
  - ◆ Project Manager (designated from Operations Section or tasked from Ops).
  - ◆ Public Information Officer (designated from PIO).
  - ◆ Telecommunication Coordinator (designated from EMD Telecom Section).
  - ◆ Facilities Coordinator (designated from GA if needed).
  - ◆ Logistic Support Coordinator (designated from GA or EMD Logistics).
3. The Planning and Implementing team evaluates the guidance provided by the Governor's Communication Director and Disaster Manager, then utilizing the following guidelines establishes the JIC in the most expedite manner:
  - a) Facility size considerations:
    - ◆ How many PIO staff members per shift \_\_\_\_\_ x 150 square feet
    - ◆ How many phone bank members per shift \_\_\_\_\_ x 70 square feet
    - ◆ Media briefing area (open space) 2000-4000 square feet
    - ◆ Dining or break area =TBD
    - ◆ Storage for supplies and equipment (min of 2000 sq ft)
    - ◆ Will FEMA collocate in the facility? If so, how much staffing will be involved?
  - b) Other considerations:
    - ◆ Telecommunication capability (phones, radio, satellite, etc.)

- ◆ Layout of facility
- ◆ Outside of risk area
- ◆ Length of expected operations
- ◆ Lodging
- ◆ Medical dispensary
- ◆ Sanitary facilities for laundry, garbage, etc
- ◆ Parking area for news vans
- ◆ Good accessibility
  - highway
  - airfield
  - helipad
- ◆ Furnishings
- ◆ Office Supplies

E. **JOINT INFORMATION CENTER STAFFING:** The number of staff assigned to a JIC is dependent upon the size, nature and/or complexity of the event. Likewise, the organization of the center must remain flexible to reflect the different nature of emergencies and agencies involved.

1. Responsibilities:

a) Primary Agency: Military Department, Emergency Management Division

- ◆ EMD PIO will be responsible for providing, directing and coordinating all JIC activities under the direction of the Governor's Communication Director.
- ◆ EMD PIO will designate "Lead PIO" and "Deputy PIO" for each staffing shift from available Supporting State Agencies' PIO staff.
- ◆ EMD PIO will determine staffing levels as necessary and coordinate with Supporting State Agencies for staff members as outlined in the Washington State Comprehensive Emergency Management Plan (CEMP).

- ◆ EMD PIO will provide periodic updates of JIC staffing and operational status to the Disaster Manager and Governor's Communication Director.

b) Support Agencies:

- 1) The following agencies provide public information officer support to the Office of the Governor, the state EOC or the lead state agency during response and recovery activities.

Department of Agriculture	State Patrol
Department of Corrections	Department of Veterans' Affairs
Department of Employment Security	Department of Community, Trade and Economic Development
Utilities and Transportation Commission	Parks and Recreation Commission

- 2) The following agencies provide:

- (a) Public information officer support to the Office of the Governor, the state EOC or the lead state agency during response and recovery activities.
- (2) Graphics and editorial support to the Office of the Governor, the state EOC or the lead state agency during response and recovery activities.

Office of Attorney General	Liquor Control Board
Board of Community and Technical Colleges	Military Department, National Guard
Department of Ecology	Department of Natural Resources
Department of Fish and Wildlife	Secretary of State
Department of General Administration	Department of Social and Health Services
Governor's Office of Indian Affairs	State Insurance Commissioner
Department of Health	Department of Transportation
Department of Labor and Industry	Superintendent of Public Instruction
Department of Licensing	

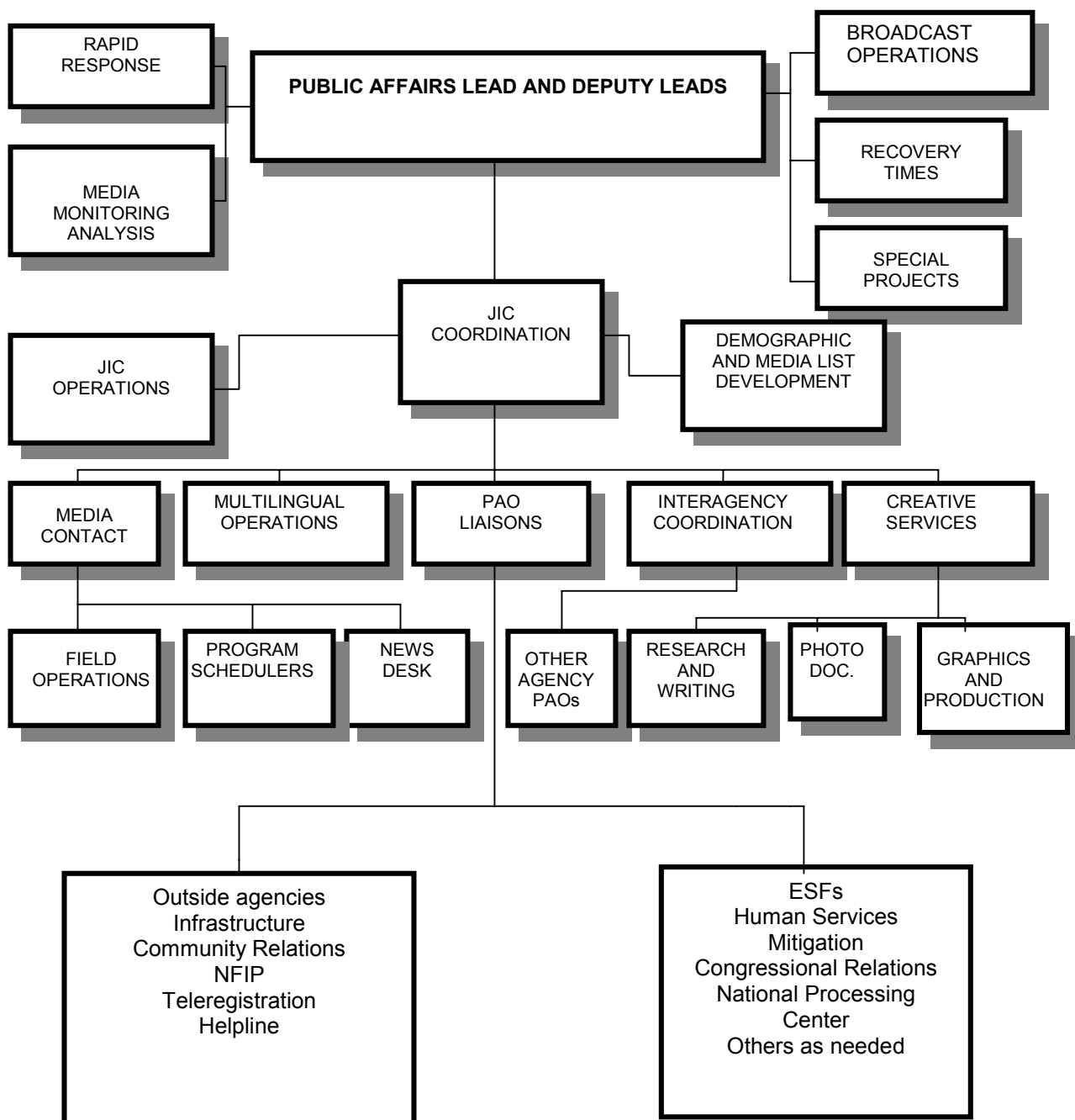
3) Joint Information Center Functions

- ◆ JIC Coordination
- ◆ Demographics and Media List development
- ◆ Operations and office support
- ◆ Media response/media monitoring
- ◆ Research and writing
- ◆ Photo documentation
- ◆ Graphics/production/internet coordination
- ◆ News Desk/news briefing
- ◆ Program schedulers
- ◆ Field coordination with community relations
- ◆ Multilingual operations
- ◆ PAO liaison operations
- ◆ Interagency coordination
- ◆ Special projects
- ◆ Broadcast operations
- ◆ Newsletter/Recovery Times (if FEMA is involved)

4) Joint Information Center Structure: See figure 1.

Activation of Joint Information Center (*figure 1*)

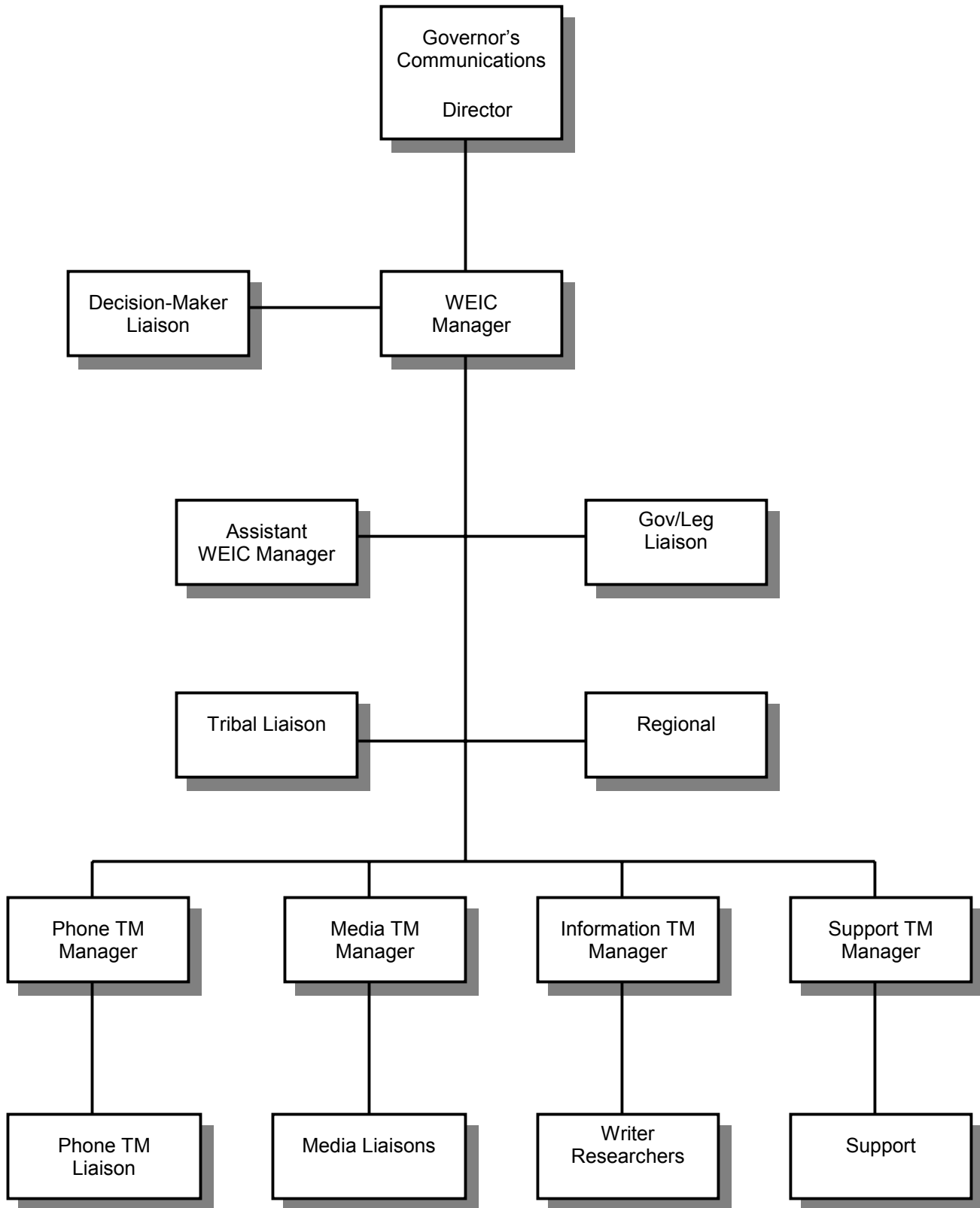
**Joint Information Center Functional Chart** (Sample FEMA organization)



\*Other Agency PAOs co-locating in the JIC perform functions for their own agencies as well as serve in positions within the various JIC functional groups

Activation of Joint Information Center (*figure 2*)

**WASHINGTON EMERGENCY INFORMATION CENTER** (Sample FEMA organization)





## ANNEX C

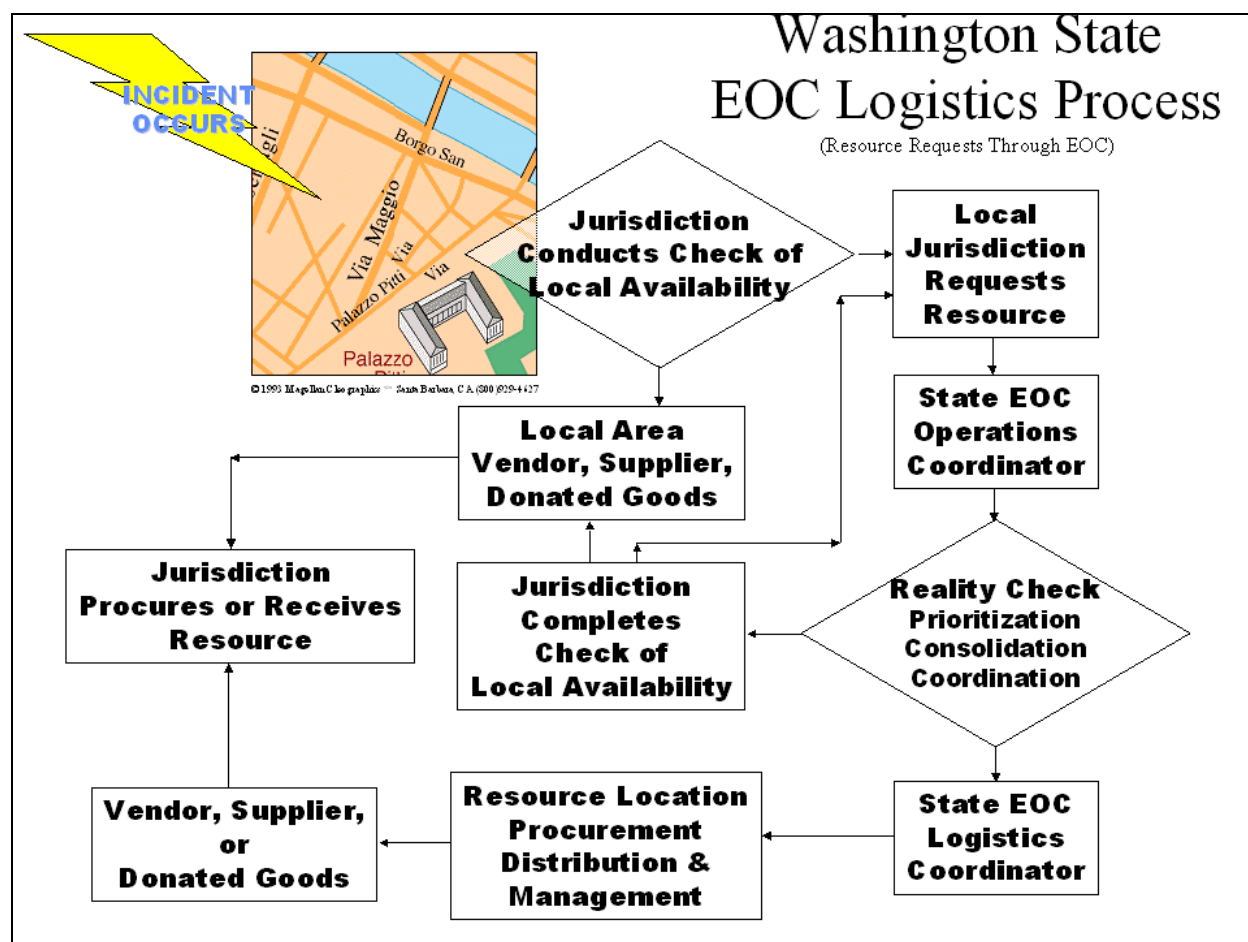
## ACTIVATION OF LOGISTICS CENTER

A. Purpose

To provide guidelines for jurisdictions to understand their responsibilities and the state's responsibilities to determine the availability and acquire needed resources; to outline the activation process for a state-wide Logistics Center.

B. Concept Of Operations

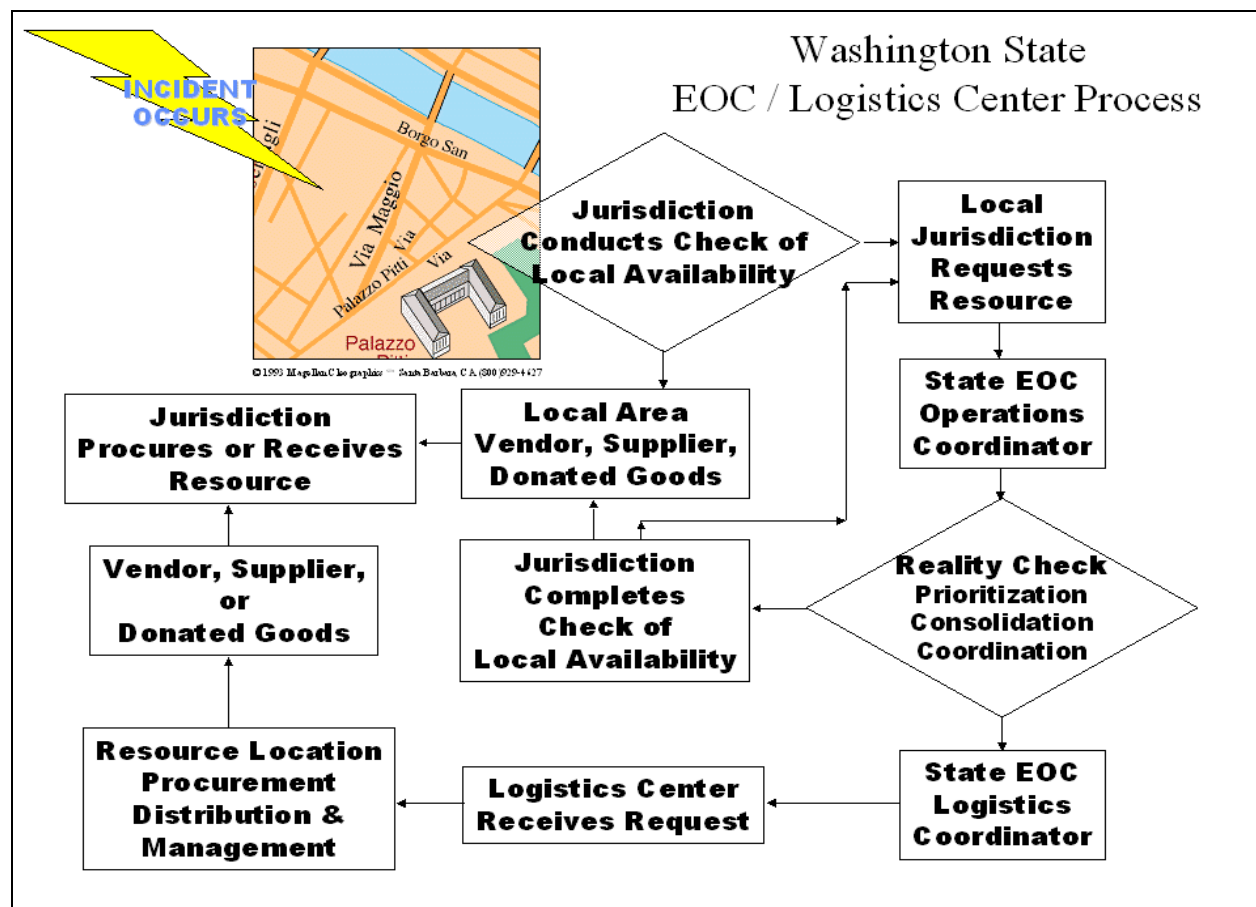
1. The Logistics process is central to an understanding of the concept of and function of the state Emergency Operations Center. The state-wide Logistics Center is simply an extension of this function.



(figure 1)

### C. Logistics Process

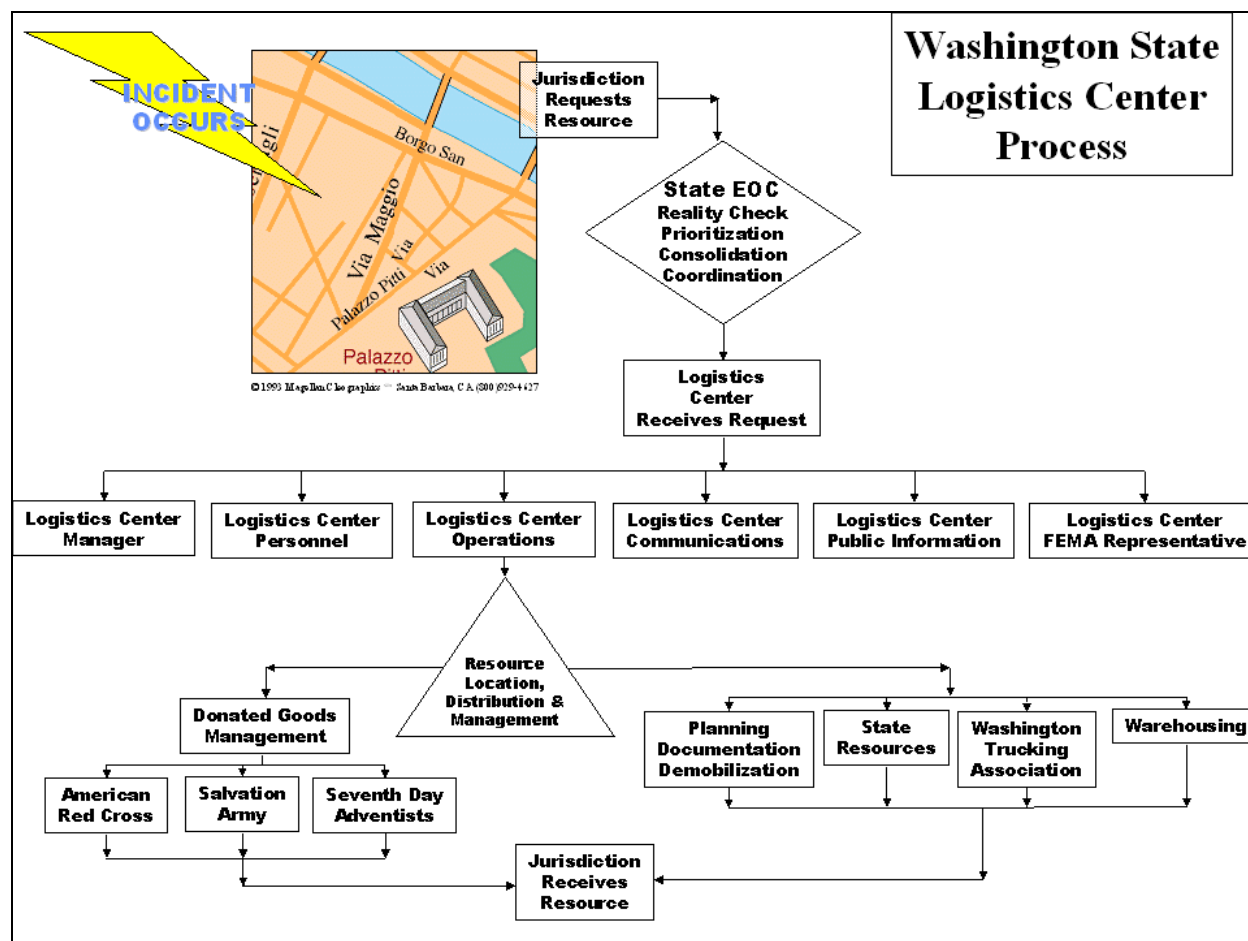
1. When an event occurs, and a jurisdiction finds resources necessary to meet the requirements of the event are becoming scarce or have been depleted, the following process must be adhered to (*See figure 1, above*):
  - a) The jurisdiction conducts a check of vendors, suppliers, or other sources within its own boundaries and within adjacent areas to determine the availability of the needed resource. This includes government sources, private sector and other sources.
  - b) If the jurisdiction determines the needed resource is not available within the local area, it then contacts the state Emergency Operations Center (EOC) to request the resource.
  - c) Upon receipt of the request, the state EOC attempts to locate the requested resource.
  - d) If a disaster is of such magnitude that a Logistics Center must be activated, the process outlined in *figure 2* will be followed.



(figure 2)

## D. Logistics Center Activation

1. The Logistics Center is the centralized location for coordination, routing, intake, inventory, sorting, repackaging, and distribution of supplies and donated goods following, or in anticipation of, a major disaster in or near Washington. It will likely be activated in the event a catastrophic disaster occurs and may be activated during or in anticipation of certain other disasters where the need for the center is apparent.



(figure 3)

2. If not designated for a specific agency or organization, donated goods will be routed to the Logistics Center. The items will be received, sorted, and stored prior to trans-shipment to local jurisdiction distribution points.
3. Potential sites for Logistics Centers will be determined jointly by GA and EMD in coordination with local jurisdictions.

E. Sitting Criteria

1. The state-wide Logistics Center should be located out of the immediate disaster area
2. It should have access to at least one (or more) major traffic (i.e., air/land/rail/water) route.
3. Warehousing capability is a must for the Logistics Center.
4. There must be an adequate communications capability either in-place or quickly or easily installed.

F. Primary Agency

Department of General Administration

G. Support Agencies

1. Logistics Support involves the activation and staffing of the state-wide Logistics Center during the response and recovery phases of a disaster. Necessary support may include emergency relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services (ESF #1, Transportation), and personnel required to support the Logistics Center.

H. Situation

1. An earthquake, regardless of intensity, is a geographically isolated incident. While there is a likelihood that regional capability to respond may be severely crippled and, under extreme conditions, be nonexistent in the areas surrounding the epicenter. The remaining productive capacity of the Nation will likely remain intact, assuring the provision of logistical support to response operations.
2. Other significant disasters will likely have similar impacts. The productive capacity of the nation should be able to meet most foreseeable logistical requirements. There may be shortages of a wide variety of emergency survival items (e.g., cots, blankets, tents, and other mass care items).

## I. Assumptions

1. Activation of the Logistics Center will likely occur following a major disaster occurrence. The state EOC will coordinate prioritization and allocation of resources for multiple requests.
2. Most logistical requirements will likely be met from resources outside the disaster area.
3. Transport of resources will require a Logistics Center and several staging areas.
4. National Guard or military bases may be available for use.
5. Adequate facilities will be available for materiel handling. Appropriate State and Federal officials should mutually agree upon the use of these facilities prior to a response requirement.
6. Warehouses belonging to agencies within the disaster area will have suffered major structural damage. Supplies contained in these warehouses may be inaccessible during initial post-disaster operations but may be available later as debris is cleared.
7. Logistical support will be required for the immediate lifesaving and life support operations.

## J. Organization

1. Logistics Center Support Structure
  - a) The Logistics Center will operate under the direction of the GA, in coordination with the state EOC, Logistics Section.
  - b) Upon notification of activation of the Logistics Center, GA will determine which support agencies will be required to make personnel available to be present at the Logistics Center.
2. Regional-Level Response Structure
  - a) GA will appoint sufficient staff members to manage the Logistics Center on a 24-hour (12-hour shift) basis for the duration of the activation of the Center.
  - b) The Logistics Center should be located outside of the disaster impact area. Proximity to transportation routes (air, highway, rail,

and marine) is highly desirable for the location of a Logistics Center.

- c) Agencies providing support to the Center will also have representatives on a 24-hour (12-hour shift) basis for the duration of the activation of the Center.
- d) The Logistics Center is the central consolidation point for all resource support requests. Where possible, the location will be determined in concert with affected jurisdictions, EMD, FEMA and other ESF groups during the planning process. This does not preclude establishing other staging areas elsewhere in the disaster area.
- e) TBD will provide administrative support for the Logistics Center.

### 3. Notification

- a) The GA Liaison Officer will be notified by the EMD Duty Officer of the need to activate the Logistics Center. The GA Liaison Officer will notify all necessary GA personnel and other required support agencies.
- b) The GA Liaison Officer will use any means necessary to complete their notification. If the GA Liaison Officer encounters difficulties in providing information to the affected personnel, he/she will notify the EMD Duty Officer of the difficulty and request assistance

### 4. Response Actions

- a) Initial Actions
  - 1) GA will, within 2 hours after notification:
    - (a) Activate the Logistics Center as required; and
    - (b) The GA Liaison Officer will dispatch the Logistics Center team and assume control of logistical operations supporting the state response.
    - (c) In jurisdictions where potential Logistics Centers are located, memoranda of understanding should be executed to the effect that: the local emergency management organization will assist GA by actually

opening and preliminarily staffing the Logistics Center until the GA team arrives and GA can take over the Logistics Center activities and responsibilities.

- 2) The Department of General Administration should:
  - (a) Establish a team in accordance with this ESF to provide management and support of the Logistics Center;
  - (b) Acquire space for the Logistics Center, using pre-identified locations, where applicable;
  - (c) EMD Telecommunications Section will provide communications to the Logistics Center in coordination with ESF #2, Communications;
  - (d) Provide office furniture, equipment, and supplies to equip the Logistics Center; and
  - (e) Ensure that the Logistics Center is operational within 12 to 24 hours of activation provided the pre-designated site and communications facilities are usable and operable.

b) Continuing Actions

From the time of initial operations and throughout the immediate response period (approximately, but not limited to, 30 days), this ESF will provide logistical/resource support in accordance with its charged responsibilities. The following procedures will be used to provide, control, and account for goods and services.

- 1) Upon notification of space requirements, the ESF will determine the availability of suitable space in pre-identified Logistics Center locations.
- 2) If space in desired Logistics Center locations is not available, GA will, if possible, shift to the next closest pre-identified Logistics Center location. As a last resort, GA may have to locate suitable space elsewhere.
- 3) Communications capability will be provided by the method and quantity deemed appropriate by the EMD Telecommunications Section.

- 4) This ESF, in coordination with ESF #1, will determine the number and types of transportation assets required to support the disaster response effort. The ESF will notify the state EOC of the requirement.
- 5) Motor equipment may be provided, generally in this order, from the following sources:
  - (a) Equipment owned by state agencies that may be reassigned to the disaster operation;
  - (b) Contractors; and other commercial sources.
  - (c) National Guard or Federal military sources.
  - (d) The ESF will determine the appropriateness of the types of vehicles and equipment provided to satisfy the identified requirement.
- 6) All required office furniture and equipment will be provided from state inventories or commercial sources, to promptly equip all necessary Logistics Center facilities. The method of acquisition will be determined by GA.
- 7) Office supplies and other expendables will be provided from state stores, supply centers, stock, or other government sources and commercial sources. If from commercial sources, blanket purchase orders may need to be negotiated with commercial vendors in the local area whenever possible to expedite purchases.
- 8) The ESF will make the necessary arrangement for "rapid turn-around" printing, photographic reproduction, layouts, blueprints, forms and formats, and other graphics as required.
- 9) The ESF will make available technical advisors in the areas of procurement, storage, and transportation, etc.
- 10) It may be necessary for the WSP, if available, or other law enforcement, or private contract guard services to provide security activities for the Logistics Center.
- 11) The ESF will establish fuel supply points and procedures to help agencies respond to the situation.



## K. Responsibilities

### 1. Primary Agency: Department of General Administration

The GA will be responsible for providing, directing, and coordinating Logistics Center operations. These activities include:

- a) Locate and make necessary pre-arrangements for use of suitable locations for Logistics Centers for use in emergency operations as necessary to support the state disaster response;
- b) Coordinate the loan or donation of surplus or excess Federal property and its return to the holding agency after use;
- c) Locate and coordinate the use of available space for Logistics Center activities;
- d) Coordinate and determine the availability of and provide consumable non-edible supplies stocked in GA and other supply centers when available;
- e) Procure needed stocks from vendors or suppliers when GA items are not readily available;

### 2. Support Agencies

#### a) Department of Agriculture

- 1) Provide assistance related to inspection, storage, and transportation of incoming food products at the Logistics Center.
- 2) Provide assistance in the management and support of the Logistics Center.

#### b) General Administration, Architectural Services Division

Provide technical expertise on structural surveys as well as the procurement of external consulting services. This procedure is necessary to assess the structural and fire safety of damaged buildings and lifelines intended to be used as a Logistics Center.

c) Military Department

- 1) Provide available space, furniture, equipment, supplies, transportation, and personnel as may be required for Logistics Center support operations.
- 2) Provide supplemental personnel and equipment needed for distribution of supplies at staging areas, etc.
- 3) Provide armories or other facilities, if available, as staging areas in and outside the disaster area, as requested.

d) Department of Health

Assist in locating and obtaining alternate sources of medical personnel, health services, facilities, and supplies and act as agent at the Logistics Center for inspection, control, storage, and distribution of incoming medical resources.

e) Department of Transportation

Determine the requisite requirements and the locations and schedules for the movement of emergency supplies to and from the Logistics Center and thence into and within the disaster area.

f) Federal Emergency Management Agency

Act as liaison in the provision of logistical support to Federal, State, and local governments.

g) EMD Telecommunications Section

Assist, as appropriate, in coordinating the provisioning of telecommunications assets within the Logistics Center and to the state EOC and distribution points within the disaster area.

L. Resources Requirements

1. Specific requirements and the resources required for them are to be developed.
2. Each supporting agency will provide the personnel necessary to establish their operations at the Logistics Center.
3. Other resources required by this ESF shall be established in coordination with supporting agencies.



## EMERGENCY SUPPORT FUNCTION - 7 LOGISTICS SUPPORT

### APPENDIX 1

#### PORT-OF-ENTRY WEIGH STATIONS

A. Purpose

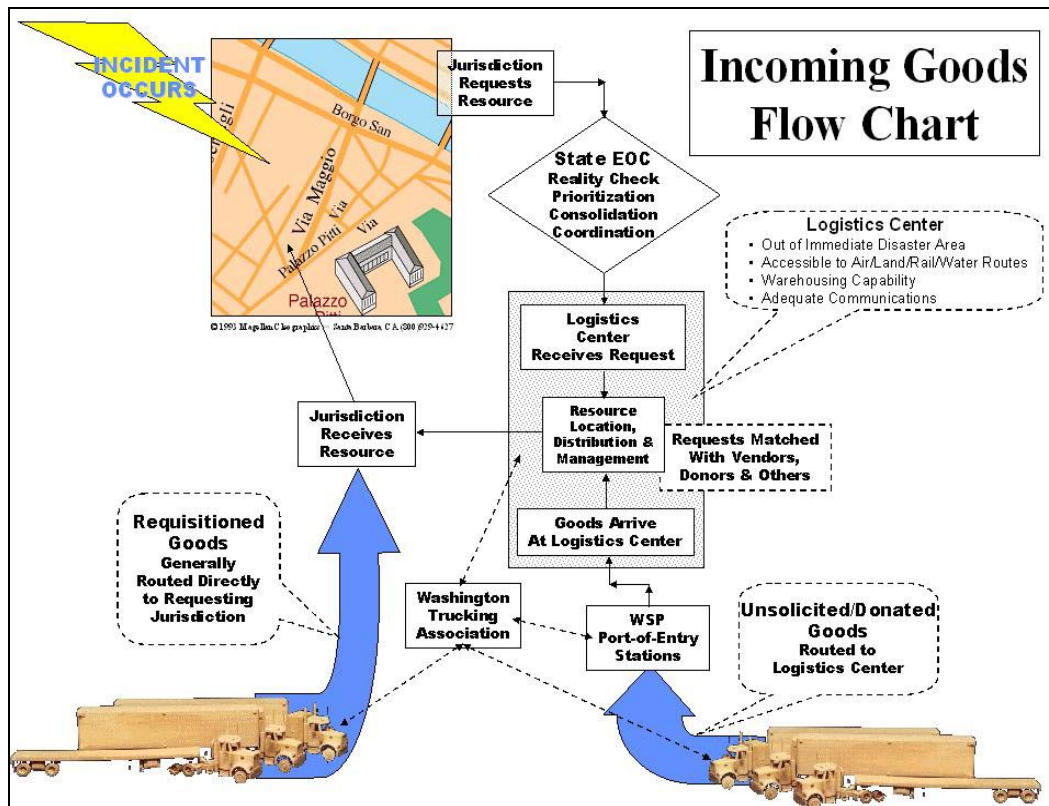
To provide control of and routing directions and access for goods transportation vehicles entering the state in order for donated goods to be managed efficiently and effectively.

B. Concept Of Operations

1. Donated goods arriving in the state by vehicle will likely need an easily recognizable location to receive current information and direction in order for their cargo to be efficiently delivered. The sites where drivers may receive information and direction will generally be the Port-of-Entry Weigh Stations operated by the WSP.
2. Similar procedures will have to be developed for air and marine arrivals of goods.
3. The Department of General Administration, Washington State Patrol, Washington Trucking Association, and the Washington State Military Department, Emergency Management Division (EMD), and the Department of Health will be responsible for the development of procedures to provide for the efficient management of vehicles arriving in the state with donated goods.
4. The flow of requisitioned and/or unsolicited/donated goods will generally follow the concept outlined in *figure 4* below.

Activation of Logistics Center (*figure 2*)

**Incoming Goods Flow Chart**



## EMERGENCY SUPPORT FUNCTION - 7 LOGISTICS SUPPORT

### APPENDIX 2

#### LOGISTICS CENTER COMMUNICATIONS MANAGEMENT PLAN

A. Purpose

To outline the telecommunications support for the state Logistics Center and the donated goods and Services management activity.

B. Concept Of Operations

1. The Washington State Military Department, Emergency Management Division (EMD), Telecommunications Section, will coordinate the establishment of telecommunications (landline, cell, radio and internet) support for the Logistics Center and associated activities.
2. Upon activation of the Logistics Center:
  - a) The Federal Emergency Management Agency (FEMA) designated 800 number will be requested for activation. The number will be announced to the public.
  - b) Telecommunications services will be established to provide the Logistics Center both voice and data capabilities to the state EOC, local jurisdictions, and FEMA National Communication Center.
3. Telecommunications capabilities at the Logistics Center will be:
  - a) Commercial telephone services (voice, data and cellular, if available).
  - b) Two-way radio communications systems for the following:
    - 1) Back-up/alternate communications with the state EOC.
    - 2) On-site.
    - 3) Other state, local jurisdiction, Federal, and private agencies, as required.

B. Responsibilities

Military Department, Emergency Management Division coordinates telecommunications support for the Logistics Center as necessary.

C. State Agencies

In accordance with ESF 2, Telecommunications, provide as necessary and available, communications support to the Logistics Center.

D. Federal Emergency Management Agency

1. Activates the designated 800 number, when requested.
2. Provides support in accordance with the Federal Response Plan.



**EMERGENCY SUPPORT FUNCTION (ESF - 7) LOGISTICS SUPPORT**  
**APPENDIX 8**  
**WASHINGTON STATE**  
**REQUEST FOR RESOURCES OR ASSISTANCE**

Incident #:		Incident Name:		Request #:	
-------------	--	----------------	--	------------	--

Jurisdiction:		Date / Time:	
Requester's Name:		Requester's Title	
Phone Number:		Call Taken By:	
HAVE YOU REQUESTED THIS RESOURCE FROM ANY OTHER SOURCE: [NO] [YES] If yes, describe below:			

BRIEF DESCRIPTION OF THE PROBLEM OR TASK TO BE ACCOMPLISHED:	
Have Local Municipal or County Gov't Resources Been Exhausted?	[ ] YES [ ] NO (If this is answered "NO", Local Government sources must be utilized)
Have Local Area Commercial Resources Been Exhausted?	[ ] YES [ ] NO (If this is answered "NO", Local Commercial sources must be utilized)

RESOURCE REQUESTED / SUGGESTED BY CALLER TO SOLVE PROBLEM OR ACCOMPLISH TASK:

ACTION TAKEN BY STATE EOC:

ACTION ASSIGNED TO	DATE / TIME	RESOURCE TYPE	NUMBER REQUESTED	NUMBER COMMITTED	DATE / TIME OF ETA	DATE / TIME COMPLETE

TOTAL:


DETAILED RESOURCE CHARACTERISTICS:	
Specific Resource Requested:	
Potential substitute:	
Capacity:	
Supporting Equipment, Fuel, Water, Etc.:	
Personnel Required to Operate / Support:	
Transportation Required:	
How Long is Resource Needed:	
Where to Deliver or Report:	
Report to Whom (Name, Title, Agency, Ph.#:	

[illegible][illegible]

## **ANNEX D**

### **Activation of Rescue Coordination Center**

(DOCUMENT UNDER DEVELOPMENT)



## ANNEX E

### Activation of Alternate/Forward EOC

#### A. Purpose

To establish relocation procedures for alternate EOC location(s) in the event the primary EOC is damaged or destroyed beyond immediate use.

#### B. Scope

This annex will be used to support the current Comprehensive Emergency Management Plan (CEMP) and the Survivable Crisis Management Plan (SCMP). Operations at an alternate location in the event the State EOC at Camp Murray is inaccessible is also addresses in the SCMP. The most likely event or disaster causing EOC relocation would be fire/water damage or an earthquake.

#### C. Definition Of Emergency

Any event or instance for which the state must respond to save lives, protect property, public health and safety, the environment or the economy.

#### D. General Concept Of Operations

1. If a disaster occurs and relocation is necessary, an advanced element of personnel (TBD), salvageable equipment and pre-packaged emergency administrative supplies and flyaway kits would move to new location and establish an EOC. Personnel for this task will be selected from the Initial Response Team (IRT) by the Emergency Operations Section Supervisor.
2. All personnel are encouraged to have enough supplies at home and office to sustain themselves for 72 hours and operationally for 24 hours. If the crisis is truly catastrophic, it may be even longer before assistance can be obtained or provided to sustain operations and personnel.
3. All unit managers will be responsible for having a checklist of items necessary to support an alternate EOC location and personnel accountability.
4. **Attachment 1 and 2** is a checklist of items and equipment needed to establish an alternate EOC.

E. Relocation Movement

The EOC Supervisor or designee will be responsible for movement of personnel and equipment to alternate location. All personnel will be briefed as soon as possible about situation and expectations. All personnel will checkout with the EOC prior to leaving for any location for accountability and safety.

F. Transportation

Situation will determine what type of transportation is needed. If the department lacks the resources to fill task, then refer to the Federal Response Plan (FRP).

G. Locations

In the event of a disaster requiring use of an alternate location, some of the possibilities are: **Western Washington:** Camp Murray, Fort Lewis and others TDB. **Eastern Washington:** Ellensburg CWU Campus, Moses Lake Federal Building and adjacent state owned buildings, Spokane EWU campus and Cheney EWU campus. Locations will be selected to best serve the citizens, employees, the state and local governments.

H. Responsibilities

**Director and Chief of Staff:** The Director will have overall responsibility of personnel, assets and oversee the direction and command and control of the state's emergency management actions. The Director will delegate authorities to the Chief of Staff as deemed necessary in order to be available to the Governor and disaster site. The Director will appoint a disaster manager in accordance with the Emergency Operations Plan.

**Public Information Officers (PIO):** Will serve as manager of the state's emergency public information activities. The PIO will keep the Director informed of response activities, anticipate and prepare for media and public inquires and briefings; produces mass media broadcasting and collects media requests for information. The PIO will brief the Governor's communications Director and key state agencies.

**Logistics:** Will be responsible for locating resources (state or federal) that may be needed by either the state or local jurisdictions that are needed or exhausted to minimize disaster effects. The logistics coordinator will be responsible for drafting necessary documents for acquiring resources and give to administrative personnel for finalizing. Will track resources and monetary requirement and brief the Operations Section Supervisor. Other resource requests from local jurisdictions will be processed by the EOC Operations Section.

**Administrative:** The administrative personnel will produce Invoice Vouchers, Memorandums of Understanding or Agreements and other paper trails for the Director's approval and signature. Administrative personnel may be used in other capacities as deemed necessary by their unit manager or Director.

**Operations Unit:** The Operations Unit Manager will be responsible for the Emergency Operations Center and its functional resource coordinating and response capability. He/she will be involved in the executive decision making process with the Director and will delegate the functional operations, administrative and personnel issued to the Operations Section Supervisor. The state Search and Rescue Coordinator may be used as necessary until activation of the Rescue Coordination Center is required or activated.

**Initial Response Team (IRT):** The Operations Unit's IRT will make up the forward element of personnel (TBD) to establish relocated EOC operations. The EOC section will also do any reconnaissance or liaison activity as deemed necessary.

**Duty Officers:** Some of the Duty Officers will be responsible for current operations at all phases. Other Duty Officers will be used for setting up the new location with equipment, maps, charts, plans and SOP's pertinent to operations. Once the EOC is operationally functional, the current Duty Officers will transition to new location and continue in either the EOC or duty room.

**Telecommunications:** The telecommunications section will be responsible for ensuring voice and data requirements are functional as the current EOC and alternate EOC. Provide recommended solutions to telecommunications requirements and problems. Will coordinate federal assets with FEMA Region X.

**Plans, Exercise, Education and Training(PEET):** The PEET unit will be responsible for gathering intelligence about the current disaster. Gathering as many federal, state, and local reference material and plans as possible to sustain operations at alternate location. PEET personnel may be used in different units to supplement manpower or select skills.

**Programs and Recovery:** The recovery section will gather and assess information in anticipation of a Governor's Emergency Proclamation. Recovery personnel will project future needs, identify unfolding situations/circumstances, recommend appropriate emergency response, recovery and restoration to normal activities. If federal assistance is required during this event, the recovery section will assign one of their personnel to the FEMA Field Assessment Team (fast) in accordance with Tab D to Annex C-13, para VII, sub para 1 of the FEMA Regional Response Plan.

**Return to primary EOC:** Once the disaster has ended or the situation that required the EOC to relocate is over, then the reverse of the above should be

used to return to the primary EOC. There will be differences in situations or circumstances, but should be less tasking than the response.

**All Units:** Selected personnel from all units will be used in different areas to supplement select skills and manpower as deemed necessary by the Director or Chief of Staff.



**ACTIVATION OF ALTERNATE/FORWARD EOC (*Attachment 1*)**

This attachment is a comprehensive list of items and equipment that will be necessary to establish an alternate EOC location.

Location of items: Cargo trailer in building # \_\_\_\_\_

Qty	Item/Equip Description	Unit Responsible	Condition/Remarks
2	Flyaway kit admin\boxes 2 each	Ops	Check contents
4	Cell Phones 4 each	Ops	
2	Satellite Phones 2 each	Ops/Telcom	
2	Cell Fax 2 each	Ops/Telcom	
10	CEMNET base stations	Ops/Telcom	Availability & condition
4	Handheld radios	Ops/Telcom	
30	Telephones	Ops/Telcom	Analog Phones
15	Computers	Ops/Telcom	Availability & condition
4	Printers	Ops/Telcom	Availability & condition
1	Switchboard/PBX	Ops/Telcom	If available
1	Server	Ops/Telcom	If available
5	External Modems	Ops/Telcom	If Available
1	HF Voice Radio	Telcom/RACES	If Available
1	2 Meter Packet Radio	Telcom/RACES	If available
1	2 Meter Voice Radio	Telcom/RACES	If available
?	Software backups	Telcom	Available discs and CDs'
2	Chart boards w/printer	Ops	
4	Stand-up easel boards	Ops/PEET	If Available
2	Digital Cameras	Telcom	
1	Video Camera	Telcom	
?	Batteries, all variety	Telcom	All usable batteries in all sizes
2	NAWAS Phones	Telcom	

6	Clocks, battery operated	Telcom/Ops	If available
2	Radios 800 mhz	Telcom	
--	<b>Emergency Supplies checklist, see attachment 2</b>	Ops	Located in storage box in duty room
--	<b>All forms, duty officer, admin,etc</b>	Ops/Admin	Located in storage box in Ops Admin area
2	Duty Officer SOP books	Ops	
1	Duty Officer Tel book	Ops	

**ACTIVATION OF ALTERNATE/FORWARD EOC (*Attachmant 2*)**

## Emergency Supplies/Inventory

Source Codes are: C = Central Stores, L = Local Vendor

Location of items: Cargo trailer in building #\_\_\_\_\_

<b>Item</b>	<b>Source</b>	<b>On Hand</b>
Ball Point Pen/Refillable (red) 7520-244-085	C	1 dz
Ball Point Pen/Refillable (blue) 7520-244-080	C	1 dz
Ball Point Pen/Refillable (black) 7520-244-090	C	1 dz
Binder Clips (small) 7510-010-001	C	1 box
Binder Clips (medium) 7510-010-002	C	1 box
Binder Clips (large) 7510-010-003	C	1 box
Cheesecloth 8305-001-001	C	6 packs
Computer Diskettes 3.5 (HD formatted) 7435-012-144	C	10 each
Copier/Printer Paper 20#, 8.5x14 7530-041-271	C	12 reams
Copier/Printer Paper 20#, 11x17 7530-041-604	C	1 ream
Copier/Printer Paper 20#, 8.5x11 7530-041-001	C	40 reams
Denatured Alcohol, Hardware Store	L	1 quart
Duct Tape, 2", Hardware Store	L	1 roll
Electrical Tape 5970-000-010	C	2 rolls
Extension Cord, 25' 5995-020-110	C	2 each
Facial Tissue 8540-009-002	C	2 boxes
File Folder (legal) 7530-702-322	C	1 box
File Folder (letter) 7530-702-312	C	1 box

Furniture Polish 7930-200-005	C	1 bottle
Elmers Glue (4 oz) 8040-005-013	C	1 bottle
Highlighter Pen (blue) 7520-008-023	C	1 dz
Highlighter Pen (Green) 7520-008-020	C	1 dz
Highlighter Pen (yellow) 7520-008-005	C	1 dz
Highlighter Pen (pink) 7520-008-026	C	1 dz
Marker Board Cleaner 7510-368-080	C	2 bottles
Marker Pens, assorted colors (dry erase) 7520-195-034	C	5 boxes
Masking Tape 1" 8135-007-010	C	1 roll
Masking Tape 2" 8135-007-020	C	1 roll
Masking Tape ½" 8135-007-001	C	1 roll
Mechanical Pencil .5mm 7520-009-080	C	1 dz
Mechanical Pencil .7mm 7520-202-025	C	1 dz
Metal Ruler, 12" 7510-041-001	C	4 each
Paper Cups (5 oz) 7351-010-003	C	500 or 5 tubes
Name Badges (blue) 8455-000-002	C	2 packs (200 each)
Paper Clip (small) 7510-009-002	C	1 box
Paper Clip (large) 7510-009-003	C	1 box
Paper Clip (medium) 7510-009-001	C	1 box
Paper Cups (8 oz) 7351-063-083	C	400 or 8 tubes
Paper Towel Multi Fold 8540-003-004	C	12 packs
Pencils #2 (medium soft) 7510-125-010	C	1 dz

Pencil Sharpener 7520-024-001	C	1 each
Pencil Sharpener 7520-033-030	C	1 each
Print Cartridges, HP Design Jet 650CU (yellow,magenta,black,red), vendor Tel# (619)592-4522	L	1 set
Screen Cleaner 7435-027-008	C	2 cans
Self-adhesive Envelopes (9"x12") 7530-251-011	C	100
Self-sticking Notes 3"x3" 7530-269-322	C	3 pads
Self-sticking Notes 3"x5" 7530-269-332	C	1 dz
Self-sticking Notes 1.5"x2" 7530-269-302	C	3 pads
Sign Pen, Medium (red) 7520-099-015	C	1 dz
Sign Pen, Medium (black) 7520-099-010	C	1 dz
Sign Pen, Medium (blue) 7520-099-020	C	1 dz
Spray Disinfectant (17 oz) 6845-038-080	C	2 cans
Stamp Pad (red) 7510-022-005	C	1 pad
Stamp Pad (black) 7510-022-001	C	1 pad
Stamp Pas (purple) 7510-022-004	C	1 pad
Stamp Pad, Ink (red) 7510-056-003	C	1 pad
Stamp Pad, Ink (black) 7510-056-001	C	1 pad
Stamp Pad, Ink (purple) 7510-056-004	C	1 pad
Staple Remover 7520-026-001	C	3 each
Stapler 7520-027-020	C	4 each
Staples 7510-042-005	C	2 boxes
Stenographic Notebook 7530-000-001	C	1 dz

Surge Suppressor, 1 outlet 5995-024-080	C	6 each
Surge Suppressor,multi-outlet (6" cord) 5995-017-105	C	2 each
Thermal Xerox Paper Capitol Business Machines	L	6 rolls
Toilet Tissue 8540-001-034	C	34 rolls
Video Cassette Tape, VHS(T-120) 5851-004-089	C	1 box
White Board Eraser 7510-349-080	C	4 each
Writing Tablets, 8.5"x14" (white) 7530-025-120	C	1 dz
Writing Tablets, 8.5"x11" (white) 7530-025-116	C	1 dz

## **ANNEX F**

### **Telecommunications Operations**

#### **A. Purpose**

To define the concept of operations and responsibilities of the Telecommunications and Warning System Section in support of a phased response to an incident/emergency.

#### **B. Organization**

The Telecommunications and Warning (T&W) System Section, as a minimum, consists of the Section Supervisor, one (1) Telecommunications Coordinator, one (1) Information Systems Specialist, one (1) Message Center Supervisor, one (1) Message Center Operator, and a Switchboard Operator. As needed, radio operators and additional message center operators will be added. Radio and telephone communications administrators/engineers from other state agencies and the telecommunications industry will be required to augment the T & W staff during major incidents. The State RACES station will be established per direction of the section supervisor.

#### **C. Concept Of Operations**

Depending on the nature and severity of the incident or emergency, the activation of the state EOC will be accomplished in four phases. Telecommunications to support the phased response will be as follows:

##### **Phase I**

The telecommunications capabilities to support this phase include commercial telephone, satellite telephone, CEMNET, 800 MHz radio, facsimile, NAWAS, EAS, ACCESS, and installed Automation Equipment.

##### **Phase II**

The communications center will remain in operation during entire EOC activation period. Telecommunications capabilities to be employed include commercial telephone, satellite telephone, dedicated telephone systems, Local Area Networks (LAN), Video Switching, Personal Computers (PCs), facsimile, CEMNET, 800 MHz radio, NAWAS, ACCESS, and EAS. Consideration for use of other means (RACES, or other state systems) will be made. Commercial telephone, satellite

telephone, cellular, and/or mobile radio to support deployed EM personnel will be

provided.

### **Phase III**

The communications center, as part of the State Emergency Operation Center, will remain in operation during entire EOC activation period.

Telecommunications capabilities to be employed include commercial telephone, satellite telephone, Local Area Networks (LAN), Video Switching, Personal Computers (PCs), dedicated telephone systems, facsimile, CEMNET, 800 MHz radio, NAWAS, ACCESS and EAS. Consideration for the use of other means (RACES ,or other state systems) will be made. Commercial telephone, satellite telephone, cellular, and/or mobile radio to support deployed EM personnel will be provided. ESF 2 with representatives from state agencies and/or telecommunications providers will be established as needed.

### **Phase IV**

Telecommunications systems established/employed during previous phases will remain in effect and maintained. ESF 2 will be fully staffed with representatives from state agencies, federal agencies, and telecommunications providers. ESF 2 will be responsible for coordinating employment of additional telecommunications resources for operational use and restoration of services.

## **D. Responsibilities**

1. Telecommunications & Warning Section will:
  - a) Operate and maintain telecommunications and automation systems in support of the state EOC (Enclosure 1). (All phases)
    - 1) Ensure telecommunications capabilities (commercial telephone, satellite telephone, cellular, or mobile radio) are provided to support deployed EM personnel.
    - 2) Ensure 1-800 number(s) are established for disaster/emergency operations and information.
  - b) Coordinate and direct assistance to local government in support of their telecommunications needs. (Phase II/III/IV)
  - c) Coordinate the employment, integration, and operation of the state, federal, commercial, local and private telecommunications systems to support the event. (Phase II/III/IV)
  - d) Continually assess disaster impact on state, local, or commercial



communications systems and make recommendations to decision makers concerning possible "fixes". (Phase II/III/IV)

- e) Coordinate and monitor restoration/provisioning status of telecommunications systems. Implement Telecommunications Service Priority (TSP) and Priority Access Service (PAS) as needed. (Phase II/III/IV)
- f) Coordinate and prioritize requests for federal and/or commercial telecommunications support/assistance. (Phase II/III/IV)
- g) Coordinate allocation, deployment, and location of mobile/transportable telecommunications systems provided from state, commercial, or federal resources. (Phase II/III/IV)
- h) Establish ESF 2 telecommunications coordination cell for Phase III and/or IV as needed to assist in coordination of above items.

## 2. Other State Agencies

- a) Be prepared to provide staff to augment the state EOC telecommunications staff. (Phase III/IV)
- b) Be prepared to provide technical assistance to restore/provision EM/local circuits through agency owned systems. (Phase II/III/IV)
- c) Be prepared to identify/provide mobile, portable, and/or transportable telecommunications equipment to support the emergency. (Phase III/IV)

## 3. Coordinating Instructions

- a) The Telecommunications & Warning Systems Section supervisor, located in the state EOC will be the main point of contact for any telecommunications issues/requests concerning the emergency/disaster.
- b) State and local radio communications systems will operate under previously approved licenses. Requests for new licenses may be submitted to the state EOC, which will forward to the FCC and/or appropriate frequency coordinator for approval as required.
- c) During a Phase III/IV activation, state agency liaisons to the EOC must be prepared to establish radio communications with their parent organization if commercial telephone is not available.

**Enclosure 1 - Telecommunications Capabilities`**

**Enclosure 2 - Frequencies of Interest**

## ENCLOSURE 1

### COMMUNICATIONS CAPABILITIES OF THE EMERGENCY MANAGEMENT DIVISION

- |     |                                     |  |
|-----|-------------------------------------|--|
| 1.  | COMMERCIAL TELEPHONE:<br>(Landline) | Private lines, Centrex, Scan and Lakewood business lines.                    |
| 2.  | CEMNET:                             | Comprehensive Emergency Management Network, VHF low band 2-way radio system. |
| 3.  | NAWAS:<br>(Landline)                | National Warning System, national to state/state to local, voice only.       |
| 4.  | ACCESS:<br>(Landline)               | A Central Computerized Enforcement Service System data circuit.              |
| 5.  | SECURE:                             | HF point-to-point radio using 8 discrete frequencies.                        |
| 6.  | RACES:                              | Radio Amateur Civil Emergency Services.                                      |
| 7.  | EAS:                                | Emergency Alert System, national, local, state.                              |
| 8.  | SATELLITE TELEPHONE                 | Telephone and radio through Motient Services                                 |
| 9.  | FNARS:                              | FEMA National Radio System, voice and teletype, federal to state.            |
| 10. | FNF and DOE-RL:                     | Dedicated lines to FNF, 5 non-telco  |
| 11. | Other HF/VHF/UHF:                   | STARC, DNR VHF, DOT 800 MHz, King Co. 800 MHz, FEMA MERS Ops, Ground/Air.    |
| 12. | CSEPP:                              | Dedicated lines to Benton County, 2 non-telco.                               |
| 13. | Secure Telephone:                   | STU III, state to federal.   |
| 14. | Local Area Network:                 | EOC Based Server.  |
| 15. | PC Workstations:                    | LAN and WAN connectivity and Internet  |

## ENCLOSURE 2

### EMERGENCY/DISASTER COMMUNICATIONS

#### Frequencies of Interest

LERN	Law Enforcement Radio Net (155.370)
NLEEC	National Law Enforcement Emergency Channel (155.475)
OSCCR	On-Scene Command and Coordination Radio (156.135)
SAR	Search and Rescue (155.160)
HEAR	Hospital Emergency Administrative Radio (155.340 and 155.280)
MEDNET	Medical Emergency Delivery System (UHF Channels 462.950 - 468.175)
FIRECOM	State-wide use Common fire Channel (153.830)
CEMNET	Comprehensive Emergency Management Network (45.200, 45.360, 45.480) (Low Band VHF)
SECURE	State Emergency Communications Using Radio Effectively (8 dedicated High Frequencies)
RACES	Radio Amateur Civil Emergency Services (all HAM frequencies but specific use in support of state and local governments)
NOAA WEATHER RADIO	(162.550, 162.475, 162.400)

01/02/01



## ANNEX G

### Procedure for use and activation of the Washington National Guard For Emergencies of Disasters

#### A. Purpose and Background

The purpose of this procedure is to establish the circumstances and the mechanism whereby the Governor will order the organized Washington National Guard (WNG) or any part thereof into active state service.

RCW 38.08.040 provides that upon the occurrence of certain events, the Governor has the power to order the organized militia of Washington or any part thereof into active service of the state to execute the laws and to perform such duty as the Governor shall deem proper. This power resides with the Governor or acting Governor alone and may not be delegated to another person or agency. Therefore, it is important that there be a clear manifestation of the exercise of the power so that authority of the WNG to act is established, and so that the funds may be properly expended in the support of the WNG. National Guard assistance is designed to complement, not substitute for, civil participation in emergency operations.

#### B. Policies and Procedures

1. The Washington Emergency Management Division through The Military Department (Adjutant General) may recommend activation of the WNG to the Governor's Office under either of the following conditions:
  - a) Prior to receiving a request for Military Support to Civil Authorities from local jurisdictions and the threat of an emergency or disaster is imminent (e.g., flood warnings), The Military Department will recommend to the Governor's Office activation of the WNG so as to allow preplanning and/or propositioning of WNG or other state resources in anticipation of requests for assistance.
  - b) When a request is received from a local jurisdiction in times of emergency or disaster, and it is determined that the local jurisdiction does not have the resources available from any other source in a timely manner, and it is verified that the WNG can fulfill the request.

(NOTE: In either case, The Military Department will consult with the Governor to receive final authorization.)

2. Whenever the potential need for National Guard assistance is drawn to

the attention of the Governor or Adjutant General, the Adjutant General may, in company with the Governor or other state officials, review the emergency or disaster scene by air or ground transportation for damage assessment to determine the extent of the emergency or disaster.

3. If the Governor believes the conditions of RCW 38.08.040 are met, he may order the WNG to state active service. The WNG will not be ordered to state active service except upon order of the Governor.
4. Following authorization by the Governor, the initial ordering to state active service will be made orally by The Military Department to the designated National Guard liaison officer. When the WNG receives the order from The Military Department, it will be understood that the Governor has ordered the WNG into state active duty for the emergency.
5. As soon as is practicable thereafter, a written order signed by the Governor will be executed. The written order will be executed utilizing either the Proclamation of Emergency (Attachment 15c) or, if there is no Proclamation of Emergency, using the format included as Attachment 15c. The original of this document will be retained in the files of the Governor and a copy forwarded to The Military Department, Office of Financial Management (OFM), and to the WNG.
6. The Adjutant General or his designee may also contact the Governor directly in the event of an emergency and request state activation of the WNG.
7. The Military Department will provide regular briefings to the Governor's Office on all tasking of the National Guard during the period of state active service.
8. Upon activation of the State Emergency Operation Center (EOC), the WNG will provide a liaison to the State EOC. The WNG may also provide a forward liaison to affected counties during the preplanning and/or propositioning of resources.
9. National Guardsmen and equipment will remain under the military chain of command and operational control of the designated military Task Force commander or WNG EOC.
10. Following the Governor's order of the WNG to state active service, the WNG will provide OFM a total of the expenditures made. OFM will then obtain additional appropriation authority for the WNG to offset the total expenditures. In the event that the emergency or disaster is designated by the President as a federally declared disaster and eligible for partial federal reimbursement of response costs, the Military Department will



work with the WNG to facilitate collection and submission of cost data to OFM and the Federal Emergency Management Agency (FEMA).

11. Nothing herein will preclude the Adjutant General from deploying resources of the WNG in a federally funded status in response to a life-threatening event when otherwise authorized by federal regulations. As soon as the life-threatening event is resolved, the National Guard will terminate the support unless a joint determination is made between the National Guard and The Military Department of the need for the National Guard to be ordered into state service, and the Governor so orders.



## **ANNEX H**

### **Basic EOC Operations/Procedures**

#### **A. Reporting To The EOC**

Upon reporting to the EOC for duty all personnel are required to sign in on the EOC sign in/sign out roster (Attachment 6) and advise the Administration Section Supervisor or switchboard operator that you have reported for duty and the telephone extension within the EOC that you may be reached at.

#### **B. Maintaining Logs**

1. There are three basic types of logs that should be kept in the EOC. They are:
  - a) Consolidated Event Disaster Book - A master notebook(s) which collects and compiles all documents and records pertaining to the event. (See Attachment 16).
  - b) Electronic Pana Boards - All activity of importance should be kept on these boards. This includes occurrences, policy decisions, incident data, etc. Kept by appropriate EOC staffs or as designated by the EOC Supervisor.
  - c) Individual Log on the position PC - This is basically a telephone and activity log for each staff position in the EOC, in order to keep track of a position's activities (Attachment 7).
2. In all cases, logs or pana boards should be maintained in a neat concise fashion.
3. Each person maintaining a log should complete the log heading blocks and accurately identify the date and time of entry and should, in the case of individual logs, place their name or initials in the "INTL" column following each entry. Some logs are unique in design and may contain an activity "Open" or "Closed" column which will require the appropriate annotation.
4. During and at the end of each shift, the individual logs should be saved to the appropriate event folder on the EOC network file server. As an additional precaution, Section Supervisor may require that a hard copy of each log be printed and turned in to the EOC Supervisor for compilation into the EOC Event Disaster Book. Electronic pana boards should be copied and the copy filed in the EOC Event Disaster Book each time the board is updated.

### C. EOC Message Routing

1. During emergencies requiring state EOC activation, the EOC will receive information or requests for assistance through a variety of communications capabilities. In addition, EOC staff including other state agency representatives will generate information concerning state agency response actions. The proper control of messages is necessary to provide for disaster analysis and to track EOC actions.
2. There are three categories into which EOC messages are divided. Messages for INFORMATION (memorandums for record) Messages requiring ACTION, and OUTGOING messages.
3. The Deputy EOC Supervisor will determine distribution (action and information) for incoming messages received through the message center.
4. The message center function is under the Telecommunications Section of the EOC organization. Within the message center, the message clerk will log all incoming and outgoing messages, and distribute messages as indicated by the Deputy EOC Supervisor.
5. Individual staffs will maintain a log of their own, for tracking appropriate action on messages received through the message center, E-mail, or telephone.
6. When a message or any other form of document or overlay needs to be transmitted by facsimile, the author/ originator will complete a facsimile header sheet and process the document through the Message Center.
7. Internal distribution, i.e., coordination/information copies among EOC staff sections will be the responsibility of the respective proponent staff. Communications and Message Center staffs will be responsible only for traffic being sent or received external to the EOC.

## ANNEX I

### Transition to Recovery Operations

#### A. Purpose

To establish procedures to facilitate the transition from Response to Recovery Operations during periods when the State Emergency Operations Center (EOC) is activated to Phase III or Phase IV Operations.

#### B. General Information

- ◆ Recovery is defined as: Activities traditionally associated with providing supplemental disaster recovery assistance. Preliminary recovery activities usually begin almost as soon as the response begins and continue after the response activities cease. Recovery includes individual and public assistance programs, which provide assistance to eligible individuals and government entities to recover from the effects of a disaster, and hazard mitigation, which funds projects designed to eliminate or reduce the impact of the next disaster.
- ◆ After an incident occurs, operational focus is centered on Response (life safety) activities. This effort may last from a few hours to an extended period of time (several days or longer) depending on the situation. As Response activities begin to taper off and non-life safety issues can begin to be addressed, the operational focus begins to shift from Response to Recovery. It is critical that the transition from Response to Recovery be smooth and as seamless as possible.

#### C. General Concept Of Operations:

- ◆ Transition from the Response Phase to the Recovery Phase of an incident will be accomplished in three steps: Step A - Recovery Section Liaison assigned to the State EOC Information Analysis and Planning (IAP) Section; Step B - Operational Focus Shifts to Recovery, and Step C – Recovery Moves to the Recovery Section or Disaster Field Office (DFO) and State EOC resumes Phase I Operations.

##### **Step A: Recovery Section Liaison Assigned to the State EOC IAP Section:**

- ◆ EMD Recovery Section will be prepared to provide a Liaison to the IAP Section in the State EOC from the onset of Phase III operations to:
- ◆ Provide a dedicated liaison between the EOC and the Recovery Section.

- ◆ Facilitate updates to the Recovery Section on the incident status.
- ◆ Facilitate Requests for Information (RFI) between IAP and Recovery Sections.
- ◆ Compile necessary initial damage information to determine, if damages are sufficient to justify forming joint federal/state/local Preliminary Damage Assessment teams. Teams if justified, will visit local jurisdictions to gather detailed damage information necessary to support a request for a Presidential disaster declaration.
- ◆ As necessary, additional EMD Recovery Section personnel may be tasked to work with IAP Section prior to the start of actual recovery operations to assist in the collection and analysis of damage assessment information.

**Step B: Operational Focus Shifts to Recovery:** This step will begin when the volume of Response oriented requests (Life Safety) has or is in the process of decreasing and the volume of Recovery oriented requests (Non-Life Safety) have or are in the process of becoming the primary focus of EOC Operations:

**Note: During this step the Operations Unit remains responsible for the conduct of EOC operations.**

**Note: This step is of a very short duration and is designed to facilitate the communication and transfer from the EOC to the Recovery Section, all information necessary to conduct Recovery Operations.**

- ◆ Recovery Section Supervisor is briefed on the current situation by the EOC Supervisor.
- ◆ Preliminary Damage Assessment information is gathered from Local Jurisdictions while Local Jurisdiction EOCs remain open, if possible.
- ◆ Preliminary Damage Assessment information is gathered from State Agencies while State Agency Representatives are present in the State EOC, if possible.
- ◆ The Operations, Logistics, IAP, Other Support Sections and/or State Agencies will maintain representation within the State EOC as determined necessary by the Disaster Manager.

**Step C: Recovery Operations Move to Recovery Section or DFO:**

This step begins when the Recovery Section has received all information necessary to conduct Recovery Operations in a location to be determined outside the State EOC:

- ◆ When determined appropriate by the Disaster Manager, Recovery Operations will be transferred to the DFO or Recovery Section.

**Note: The State EOC may remain at a Phase II after Recovery Operations are moved from the facility to respond to any late breaking Response oriented Requests for Assistance and to monitor/support any ongoing missions initiated during the Response Phase.**

- ◆ Information Sharing Requirements between State EOC and FEMA DFO:
  - As necessary establish the requirement to exchange Situation Reports (SITREP) and other reports.
  - As necessary assign representatives from the State EOC and DFO to be present at each other's briefings or critical meetings.
  - As necessary provide for a liaison exchange between the State EOC and DFO.
- ◆ Upon establishment of DFO, attach IAP representative(s) to the DFO Information and Plans Section and/or ESF 5, if activated.
- ◆ Coordination Between State EOC and FEMA DFO: As necessary, staffing protocols for Requests For Information and/or Requests for Assistance will incorporate steps to coordinate/de-conflict actions between the State EOC and DFO.
- ◆ Additional staffing Considerations:
  - \* EMD IAP Representative(s) will be assigned to DFO ESF 5 Information and Planning Section to facilitate information flow between DFO and State EOC and to ensure state interests are addressed within this DFO function.
  - \* Military Department will assign a Human Resource Representative to DFO Human Resource Section to facilitate temporary hires in support of DFO Operations.
  - \* Military Department will assign a Finance Representative to DFO to facilitate execution of contracts, purchase orders, check

disbursement to individual disaster victims and eligible agencies and other finance related activities necessary to support Recovery Operations.

- \* These need to be coordinated through HRO.



## ANNEX J

### EMERGENCY MANAGEMENT DIVISION STAFF DISASTER RESPONSE POLICY

#### A. References

1. SOP G-10 Rev. 2 – Draft, 04/15/96
2. American Red Cross Family Disaster Plan

#### B. Purpose

The purpose of this procedure is to establish suggested actions for Washington Military Department, Emergency Management Division staff when they have been impacted by a disaster.

#### C. Scope

When disaster strikes, EMD staff may be anywhere. Normal communication systems and other services and functions may be disrupted. It is essential for EMD staff to know and understand what they should do when an event occurs. This policy outlines suggested response guidelines if such an event occurs.

#### D. Definition of Emergencies and Disasters

The following definitions are from the Washington State Comprehensive Emergency Management Plan (CEMP):

**Incident:** An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.

**Emergency:** An event, expected or unexpected, involving shortages of time and resources; that places life, property, or the environment, in danger; that requires response beyond routine incident response resources.

**Disaster:** An event, expected or unexpected, in which a community's available, pertinent resources are expended; or the need for resources exceeds availability; and in which a community undergoes severe danger; incurring losses so that the social or economic structure of the community is disrupted; and the fulfillment of some or all of the community's essential functions are prevented.

**Catastrophe:** An event, expected or unexpected, in which a community, because of the severity of the event, is unable to use its resources; or the need for resources has greatly exceeded availability; and the social or economic structure of the community has been disrupted; and the fulfillment of the

community's essential functions are prevented, and the community is incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.

E. General concept of operations

Disaster considerations are, in order:

First: Life safety – personal, family, co-workers, visitors, others.

Second Operational support – to the State EOC.

In the event of a disaster such as an earthquake, EMD staff and visitors within the building or surrounding area could experience dangerous conditions within and outside of the building. These dangers range from antenna towers in close proximity of the building, natural gas pipe leaks, overhead power lines, building electrical systems, and communications transmission systems, which, if damaged could create severe electrical shock hazards.

F. Staff Responsibilities

1. The primary responsibility of EMD staff during an emergency or disaster are to support the State EOC to help county and municipal emergency management efforts and the efforts of other state agencies. Keep in mind:
  - a) EMD staff may be expected to remain at work for several days under austere and trying conditions.
  - b) EMD staff may need to provide their own food, water, clothing and other essentials during a disaster situation, until other arrangements can be negotiated with commercial vendors or volunteer organization.
2. EMD staff are responsible to :
  - a) Be familiar with this procedure,
  - b) Be familiar with general disaster survival techniques,
  - c) Be prepared on a personal and family basis in order to respond in support of disaster operations (See attached Family Emergency Plan information).

## G. Procedures

### 1. Check on Family Welfare:

It is reasonable to expect EMD staff to attempt to ensure the safety and well-being of their families. The agency will:

- a) Make every effort to ascertain, as quickly as possible, the status of family member's condition, locations, intentions, and ability to function without staff member's presence for at least 72 hours.
- b) Allow and help staff to personally check on the well-being of their family and housing before reporting to the EOC.

### 2. Out-of-Area telephone Contact:

- a) The Yakima Valley Office of Emergency Management (OEM) has agreed to be our out-of-area telephone contact for official purposes during times of disaster.
- b) In the event a disaster renders the local telephone system inoperable and you are unable to contact the State EOC, call Yakima Valley OEM at 509-575-4051. Report your situation, current location, destination and intentions.
  - 1) If you are unsuccessful at contacting either the State EOC or the out-of-area contact, continue attempts to call both every two hours until you have made contact or otherwise received direction from the State EOC.
  - 2) Remember the pay phone system is the part of the telephone system that will most likely be operational following a disaster. If your home telephone does not work, try a pay telephone if available.
  - 3) If you do not get a dial tone immediately, don't hang up the telephone or press and release the receiver switch. Wait at least two minutes for a dial tone. It may take that long to gain access to the switch.

### 3. During the Work Day – Normal Place of Duty

If disaster strikes during normal business hours and you are at your normal place of duty, check in with your EOC Section Supervisor or the EOC Supervisor as soon as possible to assist in activating and staffing the

State EOC. If you do not have a permanent, on-going assignment in the EOC, check in with the EOC Administration Section.

- a) You will be allowed as soon as possible to depart to check on your home and family. You should return to the State EOC as quickly as possible, being prepared to stay at the EOC or other assigned location for several days.
- b) If you desire to leave your assigned position (including end of shift), you must clear your departure with your EOC Section Supervisor or the EOC Supervisor.
- c) At the direction of the EOC Supervisor, you may be sent to support local jurisdictions as a State Liaison Officer (LNO). If you are assigned as an LNO, you should, likewise, be prepared to stay several days.

#### 4. Work Day – Away From Normal Place of Duty

- a) Assess your situation. Listen to the local Emergency Alert System (EAS) station for information.
- b) Attempt to contact the State EOC by following the steps below:
  - 1) Attempt to contact your Section Supervisor or Unit Manager using the Tel-20a phone list. If unable to reach your supervisor, call your local DEM and provide the information in (a) and (b) below. If able offer your services to the local DEM as a state liaison. If telephone contact cannot be made, attempt to call the EMD out-of-area telephone contact, the Yakima Valley Office of Emergency Management (YVOEM), at 509-575-4051. Only call the state Duty Officer as a last resort if you are unable to contact anyone else.
    - (a) Report your current situation, location, destination, intentions, how to get in contact with you, and when you intend to check in again.
    - (b) Ask for instructions on what you should attempt to do.
  - 2) If you are unable to return to or contact the State EOC or Duty Officer, attempt to report for duty to the nearest local jurisdiction emergency management, law enforcement or fire agency.

- 3) Continue to work at this duty station until contact is made with the State EOC or Duty Officer and you are given further directions on what to do.
  - 4) If you are unsuccessful at contacting either the State EOC or the out-of-area contact, continue attempts to call both every two hours until you have made contact or otherwise received direction from the State EOC.
5. Off Duty – Local Area
  - a) Take care of yourself and your family.
  - b) Attempt to report to the State EOC. If this is not practical or possible, follow steps below:
    - 1) Attempt to contact your Section Supervisor or Unit Manager for instructions on what to do. If telephone or radio contact cannot be made, call the Yakima Valley OEM out-of-area telephone contact. Report your situation, current location, destination, intentions, how to get in contact with you, and when you intend to check in again.
    - 2) If you are unsuccessful at contacting either your Section Supervisor or the out-of-area contact, continue attempt to call both every two hours until you have made contact or otherwise received direction from the State EOC.
    - 3) If you are unable to report to the State EOC, attempt to report for duty to the nearest local jurisdiction emergency management, law enforcement or fire agency.
    - 4) Continue to work at this duty station until contact is made with the State EOC and you are given further direction on what to do and where to go.
6. During an earthquake:
  - a) Inside the EOC:
    - 1) Visitors to the EOC should be directed to immediately follow your example.
    - 2) Immediately drop, cover and hold onto a desk or table or other furniture.

- 3) Try to control yourself, do not run, hold your position, and attempt to remain calm. Direct visitors to do the same.
  - b) Outside the EOC:
    - 1) Others should be advised to immediately follow your example.
    - 2) Move away from buildings, utility poles, tall trees, and antennas.
    - 3) Try to control yourself, do not run, hold your position, and attempt to remain calm. Advise others to do the same.
7. After the shaking stops:
  - a) Inside the EOC:
    - 1) If any part of the building is on fire, or if the building has collapsed - attempt to evacuate all staff, visitors and other personnel.
    - 2) Give the alarm of fire. Evacuate and then attempt to call 9-1-1 from another location or have someone else attempt to call 9-1-1.
    - 3) Treat and care for the injured.
    - 4) Pay close attention to electrical and other hazards inside and outside the building.
    - 5) Damage Assessment. Qualified engineering personnel must assess building structural soundness. Capability to support operations (e.g., Duty Officer functions and activation activities) will depend on this assessment.
      - (a) Communications Coordinators should attempt to assess damage to transmission towers and other communications equipment.
      - (b) The State Duty Officer(s) should immediately notify the Emergency Operations Section Supervisor of operational status and any contacts they are able to make. As much as possible, the Duty Officer(s) should plan to continue their primary role.

- a) Outside the EOC:
  - 1) Treat and care for the injured.
  - 2) If necessary, assist in evacuating injured staff, visitors and other personnel and staff from building. Attempt to ensure 9-1-1 has been notified.
  - 3) From the outside of the building, attempt to assess damage to the building.
  - 4) Stay clear of downed power lines and transmission antennas.
  - 5) As soon as possible, notify the Emergency Operations Supervisor of the situation with any recommendations on continued operations from this site.

H. Administration

This Standard Operating Procedure (SOP) is to be implemented immediately and acted upon by all EMD staff in the event of a major emergency or disaster. This procedure will be updated annually.





## Family Emergency Plan

### Overview

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services—water, gas, electricity, or telephones—were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away.

#### A. Four Steps to safety

1. Find out what could happen to you
  - a) Contact your local Red Cross chapter or emergency office—be prepared to take notes.
  - b) Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
  - c) Learn about your community's warning signals: what they sound like and what you should do when you hear them.
  - d) Ask about animal care after a disaster. Animals are not allowed inside emergency shelters because of health regulations. Does your jurisdiction have alternate arrangements for pets?
  - e) Find out how to help elderly or disabled persons, if needed.
  - f) Find out about the disaster plans at your workplace, your children's school or day care center, and other places where your family spends time.
2. Create an Emergency Plan
  - a) Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.
  - b) Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
  - c) Pick two places to meet:
    - 1) Right outside your home in case of a sudden emergency, like a fire.

- 2) Outside your neighborhood if you can't return home.  
Everyone must know the address and telephone number.
  - d) Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's telephone number.
  - e) Discuss what to do in an evacuation. Plan how to take care of your pets.
3. Complete this checklist
- a) Post emergency telephone numbers by telephones (fire, police, ambulance, etc.).
  - b) Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.
  - c) Show each family member how and when to turn off the water, gas, and electricity at the main switches.
  - d) Check if you have adequate insurance coverage.
  - e) Get training from the fire department for each family member on how to use the fire extinguisher (ABC type), and show them where it's kept.
  - f) Install smoke detectors on each level of your home, especially near bedrooms.
  - g) Conduct a home hazard hunt.
  - h) Stock emergency supplies and assemble a Disaster Supplies Kit.
  - i) Take a Red Cross first aid and CPR class.
  - j) Determine the best escape routes from your home. Find two ways out of each room.
  - k) Find the safe places in your home for each type of disaster.
4. Practice and maintain your plans
- a) Quiz your kids every six months.

- b) Conduct fire and emergency evacuation.
- c) Replace stored water every six months and stored food every six months.
- d) Test and recharge your fire extinguisher(s) according to manufacture's instructions.
- e) Test your smoke detectors monthly and charge the batteries at least once a year.

B. Neighbors helping neighbors

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for child care in case parents can't get home.

C. Home hazard hunt

During a disaster, ordinary objects in your home can cause injury or damage. Anything that can move, fall, break, or cause a fire is a home hazard. For example, a hot water heater or a bookshelf can fall. Inspect your home at least once a year and fix potential hazards.

*Contact your local fire department to learn about home fire hazards*

D. Evacuation

1. Immediately:
  - a) Evacuate immediately if told to do so.
  - b) Listen to your battery-powered radio and follow the instructions of local emergency officials.
  - c) Wear protective clothing and sturdy shoes.
  - d) Take your Disaster Supplies Kit.
  - e) Lock your home.

- f) Use travel routes specified by local authorities—don't use shortcuts because certain areas may be impassable or dangerous.
- 2. If you're sure you have time:
  - a) Shut off water, gas, and electricity before leaving, if instructed to do so.
  - b) Make arrangements for your pets.

#### E. Emergency Supplies

- 1. Keep enough supplies in your home to meet your needs for at least three days. Assemble a Disaster Supplies Kit with items you may need in an evacuation. Store these supplies in sturdy, easy-to-carry containers such as back-packs, duffel bags, or covered trash containers.
- 2. Include:
  - a) A three-day supply of water (one gallon per person per day) and food that won't spoil.
  - b) One change of clothing and footwear per person, and one blanket or sleeping bag per person.
  - c) A first aid kit that includes your family's prescription medications.
  - d) Emergency tools including a battery-powered radio, flashlight, and plenty of extra batteries.
  - e) An extra set of car keys and a credit card, cash or traveler's checks.
  - f) Sanitation supplies.
  - g) Special items for infant, elderly, or disabled family members.
  - h) An extra pair of glasses.
  - i) Keep important family documents in a waterproof container. Keep a smaller kit in the trunk;of your car.

#### F. Utilities

- 1. Locate the main electric fuse box, water service main, and natural gas main. Learn how and when to turn these utilities off. Teach all responsible

family members. Keep necessary tools near gas and water shut-off valves.

2. Remember - turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so. If you turn the gas off, you will need a professional to turn it back on.

G. If disaster strikes

Remain calm and patient. Put your plan into action.

1. Check for injuries
  - a) Give first aid and get help for seriously injured people.
2. Listen to your battery-powered radio for news and instructions.
  - a) Evacuate, if advised to do so. Wear protective clothing and sturdy shoes.
3. Check for damage in your home...
  - a) Use flashlights. Do not light matches or turn on electrical switches, if you suspect damage.
  - b) Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly. (You will need a professional to turn gas back on.)
  - c) Shut off any other damaged utilities.
  - d) Clean up spilled medicines, bleached, gasoline, and other flammable liquids immediately.
4. Remember to...
  - a) Confine or secure your pets.
  - b) Call your family contact—do not use the telephone again unless it is a life-threatening emergency.
  - c) Check on your neighbors, especially elderly or disabled person.
  - d) Make sure you have an adequate water supply in case service is cut off.

- e) Stay away from downed power lines.

H. General disaster preparedness information

1. Family Preparedness

- a) “Your Family Disaster Plan” (ARC 4466)
- b) “Your Family Disaster Supplies Kit” (ARC 4463)

2. Children’s Preparedness Materials

- a) “Disaster Preparedness Coloring Book” (ARC 2200, English, or ARC 2200S, Spanish) for childrens ages 3-10.
- b) “Adventures of the Disaster Dudes” (ARC 5024) video and Presenter’s Guide for use by an adult with children in grades 4-6.

3. Community Preparedness

- a) To get copies of American Red Cross community disaster education materials, contact your local Red Cross chapter.